**PQS QUALIFICATION SHEET**

**Nuclear Field (NF) Coordinator Module**

| Name of Trainee | Qualification Start Date | Qualification Due Date |
|---|---|---|
|  |  |  |

| PQS Standard | Trainee (Signature) | PQS Qualifier (Signature) | Date |
|---|---|---|---|
| 1.  Training |  |  |  |
| 2.  Prospecting |  |  |  |
| 3.  PSS |  |  |  |
| 4.  Quality Control |  |  |  |
| 5.  Applicant Processing |  |  |  |
| 6.  Applicant Flow |  |  |  |
| 7.  Required Reports |  |  |  |
| 8.  Administration |  |  |  |
| 9.  Marketing |  |  |  |
| 10.   Final Qualification |  |  |  |

| | Discuss/ Initial | | | Demonstrate/ Initial | | | Remedial/ Re-qualify | | |
|---|---|---|---|---|---|---|---|---|---|
| | T R A I N E E | T R A I N E R | D A T E | T R A I N E E | T R A I N E R | D A T E | T R A I N E E | T R A I N E R | D A T E |
| **1. Training (COMNAVCRUITCOMINST 1500.4). Demonstrate the ability to:** | | | | | | | | | |
| a. Schedule and conduct one-on-one and group training. | | | | | | | | | |
| b. Conduct field training based on Nuclear Field (NF) Training Plan. | | | | | | | | | |
| c. Keep the chain of command informed on all NF Policies. | | | | | | | | | |
| **2. Prospecting (COMNAVCRUITCOMINST 1130.8, 1500.4 and 5400.2)** | | | | | | | | | |
| a. Explain how to prospect for and recruit NF applicants (i.e., phones, mail-outs, school/college visits, presentations, etc.). | | | | | | | | | |
| b. Discuss purpose of maintaining a Web RTools file of NF prospects within the District. | | | | | | | | | |
| c. Demonstrate the ability to use the Web RTools file as a list resource for recruiters. | | | | | | | | | |
| d. Demonstrate the ability to use the Web RTools file as a screening tool. | | | | | | | | | |
| e. Explain coordination with LEADS Production Team Supervisor to ensure timely completion of NF mail-outs. | | | | | | | | | |
| f. Demonstrate the ability to properly query Web RTools for NF applicants | | | | | | | | | |
| g. Demonstrate the ability to load a working tickler. | | | | | | | | | |
| h. Explain the requirements for monthly DEP contact and documentation in Web RTools for NF DEP personnel. | | | | | | | | | |
| i. Demonstrate the ability to create Web RTools records from the ASVAB lists. | | | | | | | | | |
| **3. PSS (COMNAVCRUITCOMINST 1130.8)** | | | | | | | | | |
| a. Successfully conduct a needs satisfaction selling process. | | | | | | | | | |
| b. Establish rapport | | | | | | | | | |

| | Discuss/ Initial | | | Demonstrate/ Initial | | | Remedial/ Re-qualify | | |
|---|---|---|---|---|---|---|---|---|---|
| | T R A I N E E | T R A I N E R | D A T E | T R A I N E E | T R A I N E R | D A T E | T R A I N E E | T R A I N E R | D A T E |
|   c.  Blueprint | | | | | | | | | |
|   d.  Opening Statement | | | | | | | | | |
|   e.  Probe | | | | | | | | | |
|   f.  Support | | | | | | | | | |
|   g.  Close | | | | | | | | | |
|   h.  Resolve Applicant Concerns | | | | | | | | | |
|   i.  Complete PSS Applications | | | | | | | | | |
| **4.  Quality Control (COMNAVCRUITCOMINST 1130.8, 5510.1)** | | | | | | | | | |
|   a.  Demonstrate ability to ensure NF applicants meet all quality standards. | | | | | | | | | |
|   b.  Demonstrate ability to QC a NF kit. | | | | | | | | | |
|   c.  Explain the procedures for PSSQ submission and follow-up. | | | | | | | | | |
|   d.  Demonstrate the ability to use Joint Personnel Adjudication System (JPAS). | | | | | | | | | |
| **5.  Applicant Processing (COMNAVCRUITCOMINST 1130.8)** | | | | | | | | | |
|   a.  Explain current waiver requirements and processing/ documentation procedures for NF. | | | | | | | | | |
|   b.  Explain how Navy Advanced Placement Test (NAPT) activity is monitored and evaluated. | | | | | | | | | |
|   c.  Explain working relationship with District Processors/Classifiers, LPTS, NROTC Coordinator, NAVCRUITCOM and OPNAV waiver personnel. | | | | | | | | | |
|   d.  Discuss the proper processing of an SF-86 on a NF applicant to include common processing errors. | | | | | | | | | |
|   e.  Explain the function of the NF Web RTools Applicant Log and demonstrate the ability to fill it out completely and maintain it. | | | | | | | | | |

| | Discuss/ Initial | | | Demonstrate/ Initial | | | Remedial/ Re-qualify | | |
|---|---|---|---|---|---|---|---|---|---|
| | TRAINEE | TRAINER | DATE | TRAINEE | TRAINER | DATE | TRAINEE | TRAINER | DATE |
| **6. Applicant Flow (COMNAVCRUITCOMINST 1130.8)** | | | | | | | | | |
| a. Demonstrate the ability to track status of various NF applicants (including all waiver levels). | | | | | | | | | |
| **7. Required Reports (COMNAVCRUITCOMINST 1130.8). Demonstrate the ability to submit the following required reports and correspondence.** | | | | | | | | | |
| a. Monthly planner/itinerary | | | | | | | | | |
| b. Closed out Web RTools Applicant logs | | | | | | | | | |
| **8. Administration (COMNAVCRUITCOMINST 1130.8)** | | | | | | | | | |
| a. Explain current NF policies. | | | | | | | | | |
| b. Attend monthly NAVCRUITSTA DEP Meeting. | | | | | | | | | |
| c. Explain purpose of NF Info DAR | | | | | | | | | |
| d. Demonstrate the ability to conduct a HS/College NF presentation. | | | | | | | | | |
| e. Demonstrate the ability to generate referrals to EPO/OPO programs. | | | | | | | | | |
| f. Complete Privacy Act training 101 & 103. | | | | | | | | | |
| **9. Marketing (COMNAVCRUITCOMINST 1130.8, 5400.1 and 5400.2)** | | | | | | | | | |
| a. Demonstrate ability to collect and submit statistics on NF to EPO as directed for inclusion in the NAVCRUITDIST Marketing Operations Plan. | | | | | | | | | |
| b. Provide input to CR/ACR/EPO to ensure NF new contract goals/ attainment support the NF DEP matrix for out months. | | | | | | | | | |

**10. Record of Qualifications:**

    a.  Recommended for Qualification Board       Date: _____

I, _____, certify that_____
   (Name/Rate/Qualifier Position)            (Name/Rate)
is ready for final qualification by a PQS Board for the position of Nuclear
Field Coordinator.

Qualifier's Signature _____

    b.  Qualification Board            Date: _____

We certify the examinee to be fully qualified for the position of Nuclear
Field Coordinator.

_____   _____
Board President (Name/Rate/Position)    (Signature)

_____   _____
Board Member (Name/Rate/Position)      (Signature)

_____   _____
Board Member (Name/Rate/Position)      (Signature)

_____   _____
Board Member (Name/Rate/Position)      (Signature)

_____   _____
Board Member (Name/Rate/Position)      (Signature)

    c.  Reviewed:

PQS Training Officer, NRD _____   _____
                                  (Signature/Date)
Approved:

Commanding Officer, NRD _____   _____
                                  (Signature/Date)
    d.  Service Record Entry (Page 4):

Chief Administrator, NRD _____   _____
                                  (Signature/Date)

You are hereby granted an extension.  Your new maximum qualification date is
_____.  (Attach a copy of extension request with justification).

_____
                PQS Training Officer

Copy to:
Member's Training Record